Adding or Updating Funding Accounts in iLab:

1. From your iLab account page, go to “Manage Groups”, “My Groups”, and click on your lab.

2. Click on the “Membership Requests & Projects” tab
3. Click on “Manually add a new Project” to add a new funding string.
4. Enter all applicable fields (instructions with examples are given), and hit “Add”

5. Under “Manage Projects” in the Customize Project Grid, assign who from your lab can access funding strings by clicking the checkbox that corresponds to the user and funding string. In the example below in red, Everlyne has access to the funding string 533417-136-PRJ43IP.
Hiding Funding Accounts in iLab:

1. To hide a funding string that is expired or should no longer be used, remove access to that funding string from everyone in the lab. Do this by unchecking all the boxes under that funding string. If that funding string is still being used for pending charges, you will see the below pop-up asking you to choose a new funding string for those charges. Select a new funding string from the “Project” drop down, then click the “Update all Service requests/Reservations listed above” hyperlink.

   ![Not billed charges on service requests which use this fund: TSBC-BE-DS-5](image)

   ![Not billed charges on service reservations which use this fund: BD FACSAria "Jack" (logged time)

   ![Forward Scatter PMT Testing](image)

   ![Cell Sorting - Assisted Use $94.25/hr - DAGNA SHEERAR, (6082630313) - (Admin (UW Madison) Lab) - (Unconfirmed)](image)

   ![Not completed Service Requests which have this fund in their default payment information: TSBC-BB-DS-5](image)

   ![Not completed Service Reservations which have this fund in their default payment information: BD FACSAria "Jack" (logged time)

   ![Forward Scatter PMT Testing](image)

   ![Cell Sorting - Assisted Use $94.25/hr - DAGNA SHEERAR, (6082630313) - (Admin (UW Madison) Lab) - (Unconfirmed)](image)

   Please update the Project for these services / reservations.

   Alternatively, you can choose to use another Project instead for all of them:

   Project: [Dropdown]

   [Update all Service requests / Reservations listed above](button)

   ![Manage Projects](image)

   Only Projects with no member associations can be marked Hidden/Visible. Remove all member associations to manage a Project.

   [Status: Hidden](checkbox)

   [Delete](button)

2. Once all access has been removed for that funding string, expand the “Manage Projects” section and find the project you will hide. Change the status of that funding string to “hidden”. If the hidden status is not available and you’ve confirmed that all access to that funding string has been removed, try refreshing your browser and try changing the status again. Do not delete the account by clicking the red X if it was used to pay for any services as it may interfere with future reporting. You may delete an account if it was never used (i.e. entered incorrectly).